



## Department of Building Safety

101 4<sup>th</sup> Street East, Hastings, MN 55033  
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[www.hastingsmn.gov](http://www.hastingsmn.gov)

### **BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST FOR ONE & TWO FAMILY DWELLINGS**

**APPLICANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Permits must be submitted by the responsible contractor and approved prior to beginning any work. State and Local licensing requirements will apply.

#### **One and Two Family Dwellings:**

- ☐ One (1) completed and signed building permit application provided by the City of Hastings.
- ☐ An electronic PDF file of the Certificate of Survey must be submitted directly to the following city contacts: [jcaven@hastingsmn.gov](mailto:jcaven@hastingsmn.gov); [jwolfe@hastingsmn.gov](mailto:jwolfe@hastingsmn.gov); [jhinzman@hastingsmn.gov](mailto:jhinzman@hastingsmn.gov); [negger@hastingsmn.gov](mailto:negger@hastingsmn.gov); [tbakken@hastingsmn.gov](mailto:tbakken@hastingsmn.gov).
- ☐ Two (2) copies of the building construction plans with all specifications information including:
  - ☐ Energy Code Compliance Verification Packet.  
(Mn Check, appliance & ventilation requirements information, etc.)
  - ☐ Window Manufacturer (Fenestration ratings).
  - ☐ Window, Door and Skylight Schedule.
  - ☐ Roof truss design certification specs.
  - ☐ Floor truss design certification specs.
  - ☐ Foundation engineering design or specification information for compliance with MSBC 1305.1805.
  - ☐ Foundation drainage system design per M.S.B.C. 1305.1807.
  - ☐ On site sewage treatment system location (if applicable).
  - ☐ On site potable well location (if applicable).

#### **The following information may be submitted separate from the Building permit information above.**

- ☐ Plumbing permit application submitted by licensed plumbing contractor through the State of Minnesota.
- ☐ Heating Ventilating & Air Conditioning permit submitted by licensed city contractor.
- ☐ Electrical permit submitted to the State Board of Electricity.

As part of the permit review and approval process, all applicants applying for a permit are required to submit all the above necessary information which is needed to support their request for a permit. If the applicant does not submit all the above required supporting information at the time of application, the application is incomplete and may not be accepted into the review process. Incomplete applications will only extend the review period. In order to minimize the period for review and permit approval, it is very important that your application is complete and all the required supporting documentation is attached.